

WISCONSIN

The Federal Post Card Application (FPCA) is the primary form for requesting registration and/or an absentee ballot from your local election official. **Read all instructions printed below and on the FPCA before completing and signing your application.**

FEDERAL POST CARD APPLICATION

REGISTRATION AND ABSENTEE BALLOT REQUEST - FEDERAL POST CARD APPLICATION (FPCA)

APPLICATION FOR STATE OF _____ COUNTY OF _____ CITY OR TOWNSHIP OF _____

I REQUEST ABSENTEE BALLOTS FOR ALL ELECTIONS IN WHICH I AM ELIGIBLE TO VOTE.

1. APPLICANT INFORMATION (See instruction 1.)

a. TYPED OR PRINTED NAME (Last, First, Middle Initial) _____ b. SEX _____ c. RACE _____

d. DATE OF BIRTH _____ e. SOCIAL SECURITY NUMBER _____ f. OTHER IDENTIFICATION NO. (passport, ID card) _____

M M D D Y Y _____ - - _____

2. I LAST VOTED or PLACE OF LAST REGISTRATION (Do not leave this section blank. See instructions.)

a. YEAR _____ b. COUNTY, CITY, OR TOWNSHIP _____ c. STATE _____ d. VOTER REGISTRATION NO. (if known) _____

(A)

3. VOTING RESIDENCE (For military, legal residence. For overseas civilians, last residence in U.S. IF USING RURAL ROUTE, SEE INSTRUCTIONS.)

a. LAST DATE OF RESIDENCY _____

M M D D Y Y _____

b. NUMBER AND STREET (Do not use Post Office Box) _____

c. CITY, TOWN OR VILLAGE _____ d. STATE _____

(B)

e. COUNTY OR PARISH _____ f. ZIP CODE (9 -digit, if known) _____

4. MAIL ABSENTEE BALLOT TO: (Mailing address where you want the ballot to be sent.)

(C)

5. YOUR FAX NUMBER (If this application is faxed, include all international prefixes. See instructions.)

6. POLITICAL PARTY AFFILIATION (This information is required by most states to send you a ballot for primary elections. See Instructions.)

7. REMARKS (Provide additional information which will assist local election officials in determining your eligibility to register and vote. See Instructions.)

8. AFFIRMATION BY APPLICANT

X only one: a, b, c or d
I swear/affirm, under penalty of perjury, that I am: (See Instructions)

a. a member of the Uniformed Services or merchant marine on active duty, or an eligible spouse or dependent.

b. a U.S. citizen temporarily residing outside the U.S.

c. a U.S. citizen overseas by virtue of employment or accompanying spouse or dependent.

d. other U.S. citizen residing outside the U.S.

e. I am a U.S. citizen, eligible to vote in the above jurisdiction, and subscribed to any required state/local oath or statement.

f. I have not been convicted of a felony or other disqualifying offense or been adjudicated mentally incompetent, or if so, my voting rights have been reinstated.

g. I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S.

h. The information on this form is true and complete.

i. SIGNATURE OF APPLICANT _____

j. DATE _____

M M D D Y Y _____

9. WITNESS/NOTARY ADDRESS AND SIGNATURE

(If required by state law)

DATE SIGNED _____

M M D D Y Y _____

The information contained herein is for official use only. Any unauthorized release of this information may be punishable by law.

Application Instructions

Circled letters on the form above correspond to the instructions below. **You must complete all shaded areas.**

A. Do not leave blank. Enter “NA” if not applicable or if you are a first time voter.

B. Provide the complete street address of your Wisconsin voting residence. A post office box is not sufficient. If your address includes a rural route, describe its location in Item 7. For example: “Box _____, Highway _____.” This address must be different from the one provided in Item 4 and must be within the town, city or village where you claim legal voting residence.

C. Print the complete address where you want your ballot sent - usually your current mailing address. It must be different from the address you provide in Item 3.

D. Check ONE box.

E. The applicant must sign and date the FPCA for it to be processed by the local election official.

F. If you are not registered and not exempt from registering, your signature in Item 8 must be either sworn to before any person authorized to administer oaths or witnessed by two (2) adult U.S. citizens. Witnesses must provide their names.

I. UNIFORMED SERVICES

A. Who Can Do It

These procedures apply to persons who are U.S. citizens and residents of Wisconsin.

Under Wisconsin law, “military voters” are defined as:

- members of the U.S. Armed Forces or merchant marine
- civilians officially attached to the military overseas
- civilian employees of the U.S. Government overseas
- Peace Corps volunteers, members of the commissioned corps of the Federal Public Health Service or the commissioned corps of the National Oceanic and Atmospheric Administration
- spouses and dependents of the above

B. When To Do It

You may use a single FPCA to request ballots for both any and all elections while in the service (for local, state and Federal offices).

Registration is not required.

(1) **To apply for an absentee ballot**, send a completed FPCA to the municipal clerk so that it arrives not later than the Friday before the election. Or, you may request an absentee ballot by sending a written request, making sure to include the information needed on the FPCA (such as your full name, your legal voting address in Wisconsin, where you wish the ballot to be sent, signature, etc.).

(2) Return your voted ballot so that it arrives by the close of polls on election day.

Local election officials mail out absentee ballots 30 days before the fall primary election and 30 days before the subsequent general election. Absentee ballots are

mailed out 21 days before a spring primary and 21 days before the subsequent spring general election.

If you are outside the U.S. and have not received your state ballot in a timely manner, use the Federal Write-In Absentee Ballot. See instructions in Chapter 2, page 12.

C. Oath/Witness Requirements

The certificate-affidavit on the ballot return envelope must be either sworn to before a person authorized to administer oaths or witnessed by two adult U.S. citizens. List your date of birth.

D. Electronic Transmission of FPCAs and Ballots

- Wisconsin allows you to send the FPCA for absentee ballot request by fax. However, you must then mail the FPCA to the municipal clerk, making sure that it is postmarked the same day that it is faxed.
- Wisconsin allows you to receive the blank ballot by fax.
- Wisconsin does not allow you to return the voted ballot by fax.

Please refer to Appendix C for specific instructions when transmitting election materials electronically. **Use only the following numbers:**

DSN 223-5527

(703) 693-5527

1-800-368-8683

E. Special Write-in Absentee Ballot

Wisconsin provides a state special write-in absentee ballot. The ballot is sent automatically to those listed under Section I.A. “Who Can Do It” who have previously requested an absentee ballot for any election.

Vote it by writing in the names of the specific candidates or the name of any recognized political party.

Instructions continue in Section III: Uniformed Services & Civilians Outside U.S.

II. CIVILIANS OUTSIDE U.S.

A. Who Can Do It

These procedures apply to persons who are U.S. citizens, residents of Wisconsin and overseas electors. The term “overseas elector” means a U.S. citizen who resides outside the U.S. and (but for such residence) would be qualified to vote in Wisconsin.

- Wisconsin residents temporarily residing outside the U.S. not listed in Section I.A. (for local, state and Federal office ballots)
- overseas electors (for Federal office ballots only)

B. When To Do It

Wisconsin residents temporarily residing outside the U.S. may use a single FPCA or written correspondence to request ballots for any local, state and federal elections in a calendar year.

Overseas electors may use a single FPCA or written correspondence to request ballots for both the primary and general election for Federal offices in a calendar year.

(1) **To register and request an absentee ballot**, send a completed FPCA to the municipal clerk so that it arrives not later than the second Wednesday (13 days) before the election.

If you are already registered and only wish to request an absentee ballot, send a completed FPCA to the municipal clerk so that it arrives not later than the Friday before the election. Or, you may request an absentee ballot by sending a written request, making sure to include the information needed on the FPCA (such as your full name, your legal voting address in Wisconsin, where you wish the ballot to be sent, signature, etc.).

(2) Return your voted ballot so that it arrives by the close of polls on election day.

Local election officials mail out absentee ballots 30 days before the primary election and 30 days before the subsequent general election.

If you have not received your state ballot in a timely manner, use the Federal Write-In Absentee Ballot. See instructions in Chapter 2.

C. Oath/Witness Requirements

If you are required to register, your FPCA must be witnessed by any person authorized to administer oaths or two adult U.S. citizens.

The certificate-affidavit on the ballot return envelope must be either sworn to before a person authorized to administer oaths or witnessed by 2 adult U.S. citizens. Include your date of birth.

D. Electronic Transmission of FPCAs and Ballots

- Wisconsin allows you to send the FPCA for absentee ballot request by fax. However, you must then mail the FPCA to the municipal clerk, making sure that it is postmarked the same day that it is faxed.
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Please refer to Appendix C for specific instructions when transmitting election materials electronically. **Use only the following numbers:**

DSN 223-5527
(703) 693-5527
1-800-368-8683

E. Special Write-in Absentee Ballot

Wisconsin provides a state special write-in absentee ballot to overseas electors. This special write-in ballot will be sent to those electors who request an absentee ballot not later than 30 days before the election.

Vote it by writing in the names of specific candidates or the name of any recognized political party.

Instructions continue in Section III: Uniformed Services & Civilians Outside U.S.

III. UNIFORMED SERVICES & CIVILIANS OUTSIDE U.S.

A. Bars to Registration and Voting

Persons convicted of treason, bribery, a felony, betting on the outcome of an election, those under a guardianship order, or persons who have been adjudicated to be incapable of understanding the objectives of the electoral process may not register or vote unless their civil rights have been restored.

B. Cancellation of Registration

Registration may be canceled for failure to vote within the four previous years.

C. Action on Registration Requests

Persons using the FPCA to register may be notified of registration.

D. Action If Registration Is Denied

If registration is denied contact the Municipal Clerk. If necessary, consult a legal assistance officer or civilian counsel for advice.

E. Where to Send it

Mail the FPCA to the Municipal Clerk in the city, town or village of voting residence. Milwaukee voters should mail the FPCA to the City Board of Election Commissioners. A partial list of major cities and villages follows. If your city or village is not listed below, please call the Federal Voting Assistance Program at 703-588-1584, 1-800-438-8683 (VOTE), DSN 425-1584 or by e-mail at vote@fvap.ncr.gov.

City or Village	Zip Code
Appleton	54911-4799
Beloit	53511-6234
Brookfield	53005-5095
Cudahy	53110-0380
Eau Claire	54702-5148
Fond du Lac	54936-0150
Franklin	53132-9728
Green Bay	54301-5026
Greendale	53129-0257
Greenfield	53220-3396
Janesville	53547-5005
Kenosha	53140-3480
Kaukauna	54130-0890
La Crosse	54601-3396
Madison	53710-0001
Manitowoc	54221-1597
Marshfield	54449-0727
Menomonee Falls	53051-3140
Milwaukee	53202-3565
Neeah	54957-0426
New Berlin	53151-0921
Oak Creek	53154-0027
Oshkosh	54902-1130
Racine	53403-1184
Sheboygan	53081-4496
South Milwaukee	53172-2499
Stevens Point	54481-3594
Superior	54880-1695
Watertown	53094-0477
Wausau	54403-4783
Waukesha	53188-3692
Wauwatosa	53213-0068
West Allis	53214-4688
West Bend	53095-4658
Wisconsin Rapids	54495-2780

“Vote! Your Future Is In Your Hands”

by Shirley A. Gosney, Onalaska, Wisconsin